

November 12, 2003

INFORMATION PAPER

SUBJECT: Establishment of Junior Reserve Officers' Training Corps and National Defense Cadet Corps Units

1. **Purpose.** To provide guidance on the Establishment of Junior Reserve Officers' Training Corps and National Defense Cadet Corps units.

2. **Facts.**

a. Army Regulation (AR) 145-2, undated, Junior Reserve Officers' Training Corps Program, Organization, Administration, and Support.

b. Cadet Command Regulation (CCR) 145-2, dated 7 April 2003, Junior Reserve Officers' Training Corps Program, Organization, Administration, Operation, Training and Support, governs the establishment and activation of Junior Reserve Officers' Training Corps (JROTC) and National Defense Cadet Corps (NDCC) units.

3. Secondary educational institutions that desire a JROTC or NDCC unit are required to submit an original and four copies of a DA Form 3126 (Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit) or a DA Form 3126-1 (Application and Agreement for Establishment of a National Defense Cadet Corps Unit (NDCC)). The application must be signed by an authorized school official.

4. U.S. Army Cadet Command (USACC) will guide, monitor, and assist school officials and instructors in the activation of newly established units. The command will procure and activate unit accounts, assist with instructor hires, and provide equipment and curriculum material.

5. The JROTC Director has overall responsibility for the establishment of all JROTC and NDCC units. The Operations and Instructor Management Divisions will work closely with schools to provide support during establishment.

6. Statutory requirements and higher headquarters policies limit the total number of JROTC units and dictate that new units must be established in such a manner as to adhere to Public Law. Selection of institutions that may participate will be based upon applicable statutes and criteria as determined by the Secretary of the Army. The JROTC directorate will select eligible secondary educational institutions from an Order of Merit List (OML).

a. Placement. Secondary educational institutions that submit a DA Form 3126 will be placed on the OML if they meet criteria requirements.

b. Selection. The Operations Division will select schools from the OML and notify school officials after receiving favorable recommendations from Region and/or Brigade representatives. Only those schools that meet statutory and contractual requirements will be selected to host JROTC units.

7. Institutions interested in fully funding a NDCC Program may submit a DA Form 3126-1 requesting the establishment of a NDCC unit at their high school. The NDCC program is virtually identical to JROTC and uses the same curriculum, which we supply free of charge; however, instructor salaries and equipment costs are borne by the school district.

8. Site Surveys.

a. A Cadet Command representative will complete a DA Form 7410, Site Survey, per AR 145-2, paragraph 2-6b, for all schools selected to host JROTC and NDCC units. The site survey must address the enrollment potential as well as the school's ability to comply with statutory and contractual requirements. **(Note: Site surveys should be conducted six-months prior to establishment, unless otherwise directed).**

b. Upon completion of the site survey, all schools selected to host JROTC units will provide USACC with a properly executed bond/insurance certificate that covers the replacement cost of government property, per CCR 145-2, paragraph 3-3.

9. The JROTC Program, when fully supported, has proved to be an exceptional addition not only to schools across the United States, its territories, and overseas, but also to the communities where they are located. We look forward to working with you once your school establishes a program.

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CF:

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